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TRD STAFF MEETING

4 January 1950

25X1A9a

Present:

[REDACTED]

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1. Responsibilities of Deputy, TRD. [REDACTED] outlined the responsibilities Mr. [REDACTED] Deputy TRD, will assume. These include planning and supervision of the Records and Evaluation Staff, the Tests and Measurements Staff activities and Training Materials Staff; responsibility for the instructor training and guidance program; planning and conduct of headquarters orientation and reorientation courses; liaison, planning and supervision of all training conducted in overseas areas, including [REDACTED] training, 25X1C14c OSO training in the Far East, training of foreign nationals both overseas and in the U. S., etc.; planning and coordination of instruction given in outside agencies. He will work directly with Chief, TRD and in the absence of Chief, TRD will assume direction and control of the division. [REDACTED] requested that all staff members give their full support and cooperation to Mr. [REDACTED] while he is becoming acquainted with the various activities of the training division.

2. SOC Course. The Staff Orientation Course (formerly IOC) is being revised so as to reflect a stronger emphasis on OPC activities. [REDACTED] and Mr. [REDACTED] have prepared reports on these changes in instruction which have been forwarded to COS/OPC for his information and return.

3. Language Scheduling. [REDACTED] requested that Mrs. [REDACTED] and Mr. [REDACTED] work out a procedure for scheduling personnel into the language instruction at FSI. It was his thought that it might be more feasible for Mrs. [REDACTED] to handle such registration since she is responsible for the scheduling of students into all other instructional courses. They will coordinate the results of this meeting with Mr. [REDACTED].

4. Training. [REDACTED] reported that both OSO and OPC had committed themselves in September to participation in the [REDACTED] instruction. At the present time OPC has no representative, but is exploring the situation. OSO has one; at present although they are not willing to have him represent OPC in such instruction, ADPC is writing ADSO in this regard. [REDACTED] requested that Mr. [REDACTED] select a junior staff member from his branch who might represent TRD in this program; it was his idea that he might attend as a junior member, with the OSO man, who has broad experience, giving him guidance and direction. In this way TRD would assist in the program and would also be able to get direct benefit from it.

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

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25X1C14c 5. Participation in TRD Instruction. [redacted] would like to arrange for exchange of students with the [redacted] and requested Mr. [redacted] 25X1A9a to prepare a memorandum outlining the various courses of STB, TRD, and indicating those portions of our instruction which might be of most interest [redacted] 25X1C14c

6. Evaluation Form. After some delay due to procedures for submission of this form to reproduction, it is now in the process of being printed. It is expected that these forms will be ready by Friday of this week.

25X1A9a 7. Space. Although it had been planned that the Assessment Staff and the uncleared pool would move upstairs in Building 14, it now appears that the former will require all of the space, which means we must find a new location for the uncleared pool. After some discussion of possible sites, Mr. [redacted] 25X1A9a requested to work out this problem with Mr. [redacted]. One of the possibilities mentioned was the brick building in [redacted] next to the [redacted] 25X1A6a

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25X1A6a 8. Government House [redacted]. Although the Assessment Staff is not interested in the procurement of this house, Mr. [redacted] of ATB expressed strong interest in it for his training. [redacted] stated that he believed COMMO was also interested in acquiring this site but that he would check to see if it were still available for TRD use. (Since that time verbal approval has been given to the site for the use of TRD; ATB will have controlling interest. A formal written request is being submitted by TRD.) 25X1A9a

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25X1A9a 9. Security Officer. Mr. [redacted] has been appointed security officer for TRD. He will handle all matters relating to security, violations, etc. The security files will continue to be maintained by Miss [redacted] in Room 201.

25X1A9a 10. Budget. Mr. [redacted] gave a brief report on the budget for TRD. There are three possibilities: 1) OSO and OPC will both contribute but the control will be by OSO; 2) both offices will contribute but the control will be by OPC; or 3) both will contribute but the budget will be independently controlled by TRD directly with the Finance Division. As yet no decision has been reached and the exact arrangement will be settled later this month pending a decision on the amalgamation of OSO and OPC. [redacted] is presently working on the 25X1A9a revision of the 1951 budget, and will contact the various branch chiefs shortly when he begins work on the 1952 budget. Both of these budgets will be unified.

25X1A9a 11. Miscellaneous. [redacted] raised the question as to the policy of enrolling an outside individual in TRD training courses. He has had an informal request from FDM to enroll a man from the Office of Director of Intelligence, Military Government in selected portions of certain courses. [redacted] 25X1A9a stated that he would have no objection and requested that a formal memorandum be submitted to him for recommendation and forwarding to ADSO, ADPC and I&S.

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